

**DLAM 1445.10  
APPENDIX A**



**DEPARTMENT OF DEFENSE**

**DEFENSE  
LOGISTICS  
AGENCY**

**Cameron Station,  
Alexandria, Virginia 22304-6100**

**DLA  
PROFESSIONAL, ADMINISTRATIVE, AND  
TECHNICAL ENTRY-LEVEL TRAINING  
PROGRAM FOR SUPPLY MANAGEMENT**

**April 1989**



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100

DLAM 1445.10  
APPENDIX A

DCPSO(DLA-KW)

25 Apr 89

FOREWORD  
(Supplementation is prohibited.)

The purpose of this manual is to provide a standard program of instruction (POI) for the DLA Professional, Administrative, and Technical Entry-Level Training Program for Supply Management.

This manual has been prepared to provide career interns and others connected with the program, such as supervisors, instructors, and staff personnel with information and guidance pertaining to training and development prescribed under the program. Users of this manual are encouraged to submit recommended changes and comments to improve the publication through channels to the Chief, DLA Civilian Personnel Service Support Office, P.O. Box 3990, Columbus, Ohio 43216-5000.

BY ORDER OF THE DIRECTOR

A handwritten signature in cursive script, reading "James J. Singsank", is positioned above the printed name.

JAMES J. SINGSANK  
Colonel, USA  
Staff Director, Administration

DISTRIBUTION  
3; DCPSO

COORDINATION: DRSO, DLA-O,  
DLA-LR, DLA-LP, DLA-KS

GLOSSARY

| <u>ACRONYM</u> | <u>DEFINITION</u>                                  |
|----------------|--|
| ACF            | Active Contract File                               |
| ADP            | Automatic Data Processing                          |
| ADRS           | Automated Discrepancy Reporting System             |
| AIS            | Automated Information System                       |
| ALMC           | Army Logistics Management College                  |
| AMETA          | U.S. Army Management Engineering Training Activity |
| AMP            | Automated Information Systems Management Plan      |
| ANRDP          | Applicable Nonrecurring Demand Percentage          |
| AOB            | Annual Operating Budget                            |
| AOCI           | Accredited Off-Campus Instruction                  |
| APCAPS         | Automated Payroll, Cost and Personnel System       |
| ASSP           | Automated SEVAN Shipment Planning                  |
| BRO            | Bin Replenishment Order                            |
| CEUS           | Center for End User Support                        |
| CINCS          | Commander and Chiefs                               |
| CONSOLS        | Consolidations Underway Replenishments             |
| COPAD          | Contractor Operated Parts Depot                    |
| CTDF           | Contract Technical Data File                       |
| DASC           | DLA Administrative Support Center                  |
| DB&TR          | Depot Balance and Transaction Register             |
| DBMS           | Data Base Management System                        |
| DCPSO          | DLA Civilian Personnel Service Support Office      |
| DFAMS          | Defense Fuel Automated Management System           |
| DFR            | Defense Fuel Region                                |
| DFSC           | Defense Fuel Supply Center                         |
| DFSP           | Defense Fuel Support Point                         |
| DIC            | Document Identifier Code                           |
| DICP           | Designated Intermediate Control Point              |
| DIDS           | Defense Integrated Data System                     |
| DIF            | Due-In File  |
| DIIP           | Defense Inactive Item Program                      |
| DISMS          | Distributed Minicomputer Systems                   |
| DISREP         | Discrepancy in Shipment Report                     |
| DLA            | Defense Logistics Agency                           |
| DLAM           | Defense Logistics Agency Manual                    |
| DLSC           | Defense Logistics Service Center                   |
| DMET           | Defense Management Education and Training          |
| DMINS          | Distributed Mini Computer System                   |
| DoD            | Department of Defense                              |
| DP/DPA         | Distribution Plan/Distribution Plan Authorization  |
| DPM            | DCPSO Program Manager                              |
| DPSC           | Defense Personnel Support Center                   |
| DRO            | Disposal Release Order                             |
| DSC            | Defense Supply Center                              |
| DWASP          | DLA Warehousing and Shipping Procedures            |
| EDDS           | Enhanced DLA Distribution System                   |
| EEO            | Equal Employment Opportunity                       |
| EOQ            | Economic Order Quantity                            |

| <u>ACRONYM</u> | <u>DEFINITION</u>   |
|----------------|---|
| EUC            | End User Computer   |
| ICP            | Inventory Control Point   |
| IM             | Item Manager  |
| IMC            | Internal Management Control                                       |
| IMP            | Inventory Management Plan   |
| ITAG           | Intern Training Advisory Group                                    |
| I/VN           | Inspection/Verification Notice                                    |
| JCS            | Joint Chiefs of Staff   |
| JPO            | Joint Petroleum Office  |
| LOGMARS        | Logistic Applications of Automated Marking and Reading Symbols    |
| MAC            | Military Airlift Command  |
| MAD            | Mean Absolute Deviation   |
| MDIS           | Menu Driven Inquiry System  |
| MHE            | Materials Handling Equipment                                      |
| MILSPETS       | Military Standard Petroleum System                                |
| MILSTAMP       | Military Standard Transportation and Movement Procedures          |
| MILSTD         | Military Standard   |
| MILSTEP        | Military Standard Evaluation Procedures                           |
| MILSTRAP       | Military Standard Transaction Reporting and Accounting Procedures |
| MILSTRIP       | Military Standard Requisitioning and Issue Procedures             |
| MIPR           | Military Interdepartmental Purchase Request                       |
| MMD            | Materiel Movement Document  |
| MOFAST         | Mechanization of Freight and Shipping Terminals                   |
| MOWASP         | Mechanization of Warehousing and Shipment Procedures              |
| MRO            | Materiel Release Order  |
| MRQ            | Maximum Release Quantity  |
| MSC            | Military Sealift Command  |
| MTMC           | Military Traffic Management Command                               |
| NIR            | National Inventory Record   |
| NSN            | National Stock Number   |
| NSO            | Numeric Stockage Objective  |
| NSPDM          | Naval School, Physical Distribution Management                    |
| OJT            | On-the-Job Training   |
| OPM            | Office of Personnel Management                                    |
| OTIS           | Office of Telecommunications Information Systems                  |
| PC&S           | Posts, Camps, and Stations  |
| PLFA           | Primary Level Field Activity                                      |
| PMCL           | Proposed Military Change Letter                                   |
| POI            | Program of Instruction  |
| POPS           | Paperless Ordering Placement System                               |
| PSE            | Primary Staff Element   |
| PSO            | Peacetime Stockage Objective                                      |
| PWRMR          | Prepositioned War Reserve Materiel Requirement                    |
| PWRMS          | Prepositioned War Reserve Materiel Stock                          |
| QFD            | Quarterly Forecast Demand   |
| RCS            | Reports Control System  |
| REPSHIP        | Reports of Shipment   |
| RIDR           | Receipt Information Data Request                                  |
| ROD            | Report of Discrepancy   |

| <u>ACRONYM</u> | <u>DEFINITION</u>   |
|----------------|---|
| RRIP           | Rapid ROD Interrogation Program                                 |
| SAMMS          | Standard Automated Materiel Management System                   |
| SAMMSTEL       | Standard Automated Materiel Management System<br>Teleprocessing |
| SAR            | Supply Assist Request   |
| SAVES          | Save All Valuable Equipment and Supplies                        |
| SCF            | Supply Control File   |
| SIOATH         | Source Identification and Ordering Authority                    |
| SLID           | Storage Location Identification                                 |
| SMPT           | School of Military Packaging Technology                         |
| SPUR           | Special Purchase  |
| SPW            | Shipment Planning Worksheet                                     |
| SSCS           | Standard Supply Control Study                                   |
| THF            | Transaction History File  |
| TIR            | Total Item Record   |
| TOA            | Training Opportunity Announcement                               |
| TRADOC         | U.S. Army Training And Doctrine Command                         |
| UAIS           | Unique Automated Information System                             |
| UMMIPS         | Uniform Materiel Movement and Issue Priority System             |
| UNREP          | Underway Replenishment (Replenishment of Navy Ships)            |
| UPS            | United Parcel Service   |
| USPS           | United States Postal Service                                    |
| WCP            | Work Force Certification Program                                |
| WSP            | Weapon Systems Pouch  |

SUPPLY MANAGEMENT

TABLE OF CONTENTS

| <u>PART</u> | <u>CHAP</u> | <u>DESCRIPTION</u>                                    | <u>PAGE</u> |
|-------------|-------------|---|-------------|
| 1           |             | ADMINISTRATIVE  | 1-1-1       |
|             | 1           | GENERAL   |             |
|             |             | Purpose and Scope                                     | 1-1-1       |
|             |             | Policy  | 1-1-1       |
|             |             | Responsibilities                                      | 1-1-2       |
|             |             | Procedures  | 1-1-4       |
|             | 2           | TRAINING  |             |
|             |             | Program of Instruction (POI)                          | 1-2-1       |
|             |             | Type of Training                                      | 1-2-1       |
|             |             | Equivalent Training                                   | 1-2-2       |
|             | 3           | PROGRAM ADMINISTRATION                                |             |
|             |             | Recruitment   | 1-3-1       |
|             |             | APCAPS Notification                                   | 1-3-1       |
|             |             | Record Keeping  | 1-3-1       |
|             |             | Scheduling of Classroom Training                      | 1-3-1       |
|             |             | Funding   | 1-3-1       |
|             |             | Separation of the Intern from the<br>Training Program | 1-3-2       |
|             |             | Program Completion                                    | 1-3-2       |
|             |             | Program Review  | 1-3-2       |
|             |             | Orientation of OJT Instructors                        | 1-3-2       |
|             |             | Intern Training Advisory Group (ITAG)                 | 1-3-3       |
| 2           |             | SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION              |             |
|             | 1           | TRAINING SEQUENCE                                     |             |
|             |             | Supply Center Operations Track                        | 2-1-1       |
|             |             | General Supply Specialist (GS-2001)                   | 2-1-1       |
|             |             | Supply Systems Analyst (GS-2003)                      | 2-1-1       |
|             |             | Inventory Management Specialist<br>(GS-2010)          | 2-1-1       |
|             |             | Depot Operations Track                                | 2-1-3       |
|             |             | General Supply Specialist (GS-2001)                   | 2-1-3       |
|             |             | Distribution Facilities Specialist<br>(GS-2030)       | 2-1-3       |
|             |             | Supply Systems Analyst (GS-2003)                      | 2-1-3       |
|             | 2           | TRAINING DESCRIPTIONS                                 |             |
|             |             | Classroom Training for Supply Centers<br>and Depots   | 2-2-1       |
|             |             | Cross-Training for Supply Center<br>Operations Track  | 2-2-5       |
|             |             | Cross-Training for Depot Operations                   | 2-2-6       |
|             |             | On-the-Job Training                                   | 2-2-7       |

| <u>PART</u> | <u>CHAP</u> | <u>DESCRIPTION</u>                              | <u>PAGE</u> |
|-------------|-------------|---|-------------|
| 3           |             | LEARNING OBJECTIVES                             |             |
|             |             | Supply Center Operations Track                  | 2-3-1       |
|             |             | General Supply Specialist (GS-2001)             | 2-3-1       |
|             |             | Supply Systems Analyst (GS-2003)                | 2-3-1       |
|             |             | Inventory Management Specialist (GS-2010)       | 2-3-1       |
|             |             | Distribution Subsystem                          | 2-3-1       |
|             |             | Requirements Subsystem                          | 2-3-7       |
|             |             | Depot Operations Track                          | 2-3-16      |
|             |             | General Supply Specialist (GS-2001)             | 2-3-16      |
|             |             | Supply Systems Analyst (GS-2003)                | 2-3-16      |
|             |             | Distribution Facilities Specialist<br>(GS-2030) | 2-3-16      |
|             |             | Distribution Management                         | 2-3-19      |
|             |             | Receiving                                       | 2-3-23      |
|             |             | Warehousing                                     | 2-3-25      |
|             |             | Transportation                                  | 2-3-26      |
|             |             | Quality Control                                 | 2-3-27      |
|             |             | Defense Fuel Supply Center Track                | 2-3-29      |
|             |             | Supply Systems Analyst (GS-2003)                | 2-3-29      |
|             |             | Inventory Management Specialist (GS-2010)       | 2-3-33      |

PART 1 ADMINISTRATION

CHAPTER 1 GENERAL

1. PURPOSE AND SCOPE

a. To establish the policy and procedures for administering and conducting the DLA Entry-Level Training Program for Professional, Administrative, and Technical Personnel (hereafter referred to as the program).

b. This manual is applicable to HQ DLA, DLA Management Support Activities, and primary level field activities (PLFAs).

2. POLICY

a. The purpose of the program is to provide a controlled input of career personnel who are capable of being trained to a high degree of technical competence and to function effectively at the journeyman level in a career field.

b. The term "intern" refers to any individual in a position whose target is the full performance level in one of the professional, administrative, or technical series covered by the program. The majority of interns will enter the program at the GS-5 level; however, entry at other grades may be appropriate in certain career fields or in special cases. Intern recruitment, selection, and training will be accomplished in consonance with the Agency's overall Equal Employment Opportunity (EEO) objective of achieving a workforce in which minorities and women are fully represented.

c. The scheduled duration of the program is not more than 3 years. Candidates will be promoted in accordance with appropriate Office of Personnel Management (OPM) and DLA Personnel regulations.

d. The program will be administered in accordance with:

(1) The Office of Personnel Management's Federal Personnel Manual.

(2) The DLA Federal Equal Opportunity Recruitment Program.

(3) The DLA Affirmative Action Program.

(4) DLAM 1445.10, Civilian Career Program for Supply Management.

(5) DLAR 1404.4, Merit Promotion Program.

(6) DLAR 1446.1, Equal Employment Opportunity (EEO) Program.

- (7) DLAR 1406.1, Maintaining Discipline.
- (8) DLAR 1430.1, Defense Management Education and Training (DMET) Program.
- (9) DLAR 1430.12, Civilian Employee Development and Training.
- (10) DLAR 1444.4, Automated Civilian Personnel Data Bank.
- (11) DLAR 1445.1, Civilian Career Management.

3. RESPONSIBILITIES

a. HQ DLA

(1) The Staff Director, Office of Civilian Personnel, DLA (DLA-K) will establish overall program policy for intern recruitment, selection, position descriptions, and performance standards. Program guidance, direction, and evaluation will be provided by the Chief, Work Force Effectiveness and Development Division, Office of Civilian Personnel (DLA-KW). Recruitment and intern selection guidance will be provided by the Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel (DLA-KS).

(2) The Assistant Director, Office of Policy and Plans, DLA (DLA-L) will provide for the coordination and monitorship of DLA plans, policies, and programs including direction of management review activities.

(3) The Heads of HQ DLA Principal Staff Elements (PSEs) will:

(a) Provide overall program management under the staff guidance of the Staff Director, Civilian Personnel, DLA.

(b) Approve the programs of instruction (POI) in their respective functional areas.

(c) Monitor the intern program and direct program changes based on new or revised policy.

(d) Select Intern Training Advisory Group (ITAG) members.

(e) Determine intern selection procedures for their respective functional areas.

(f) Ensure that intern programs comply with all higher HQ requirements, such as the Office of Personnel Management and the Office of the Secretary of Defense.

(4) The Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel, DLA (DLA-KS) will establish policy and procedures for recruitment of entry-level personnel.

(5) DLA Civilian Personnel Service Support Office (DCPSO)

(a) The Chief, DCPSO is responsible for the operational management of the program.

(b) The Chief, Career Development and Intern Programs Branch (DCPSO-I) will:

(1) Develop and manage training programs in selected career fields in coordination with the appropriate HQ DLA PSE and with DLA-KW.

(2) Evaluate training provided during the program and provide evaluation results and recommendations for program modifications to DLA-KW and other appropriate HQ DLA PSEs.

(3) Establish training centers at selected PLFAs.

(4) Supervise DCPSO Program Managers (DPMS) who manage the program for specific career fields.

(5) Maintain an instructor staff in selected specialities to conduct standardized and DLA-unique courses.

(6) Arrange for funding of DCPSO-sponsored courses and schedule formal training courses in accordance with requirements listed in the POI.

(7) Determine DCPSO-I's budget requirements and administer DCPSO-I's annual operating budget (AOB).

(8) Issue program completion certificates.

(c) DCPSO Program Managers will:

(1) Develop and coordinate with appropriate HQ DLA PSEs a POI for each training program. Each POI will be published as a DLA Manual (DLAM) and will be directive in nature.

(2) Evaluate training effectiveness for the programs under their control and provide the Chief, DCPSO, with evaluation reports which include appropriate recommendations for program change.

(3) Develop DLA-unique courses.

(4) Supervise DCPSO instructors.

(5) Approve equivalent training and waivers of training based upon criteria established by ITAGs and in accordance with established DoD and DLA policies and directives.

(6) Chair ITAG meetings.

(7) Consult with PSEs to ensure that the program remains current and incorporates required classroom training and on-the-job training (OJT) assignments.

b. The Appropriate Elements of PLFAs will:

- (1) Supervise interns.
- (2) Provide an initial orientation to each intern in accordance with local in-processing procedures.
- (3) Schedule interns for formal training.
- (4) Provide all interns cross-training and orientations as required by the POIs.
- (5) Maintain intern records.
- (6) Budget and fund training costs in support of the program.
- (7) Monitor and evaluate training.
- (8) Recommend program changes to DCPSO.
- (9) Ensure that OJT supervisors are adequately trained.
- (10) Appoint representatives to serve on ITAGs as required.
- (11) Notify DPM upon intern's completion of POI requirements or termination from the program.
- (12) Request program completion certificates.

4. PROCEDURES

a. Intern Training.

(1) Training requirements are defined appropriate POIs. These POIs will be reviewed annually by the ITAG, and modifications will be recommended to the appropriate HQ DLA PSEs. All DLA activities will be notified of any changes in training requirements upon approval by the HQ DLA PSEs.

(2) Annually, DCPSO will publish a master schedule of all required formal entry-level training. This schedule will include allocations of spaces of PLFAs. PLFAs will be responsible for assigning interns to attend the courses and for ensuring their attendance. PLFAs will issue Training Opportunity Announcements (TOAs) 45 days prior to the beginning of a course if they cannot use all allocated spaces.

b. DCPSO-I is responsible for the maintenance of this manual. Recommended changes should be submitted through the Chief, Career Development and Intern Programs Branch (DCPSO-I), P.O. Box 3990, Columbus, Ohio 43216-5000.

PART 1 ADMINISTRATIVE

CHAPTER 2 TRAINING

1. PROGRAM OF INSTRUCTION (POI)

a. The POI contains that training which is required for the interns to reach journeyman level proficiency. The POI expresses the training requirements in terms of classroom training and OJT. OJT requirements are expressed in specific learning objectives which the interns must accomplish to successfully complete the program.

b. The POI may be supplemented with additional requirements that PLFAs consider to be necessary locally for the interns' development. However, these requirements must be scheduled by the PLFAs.

c. Each POI will contain a training sequence, a training description, and learning objectives.

(1) The training sequence lists required classroom training, cross-training, and OJT segments in the preferred sequence of accomplishments.

(2) The training description lists classroom training, cross-training, and OJT segments and gives a brief description of each. It also indicates prerequisite courses where applicable.

(3) The learning objectives contain specific tasks which the interns are required to perform in a given OJT segment. The level of performance expected of the intern by the completion of the intern program is specified in the standards portion of each objective.

d. Classroom training should be scheduled for each intern in the suggested order listed in the training sequence. Following the suggested order may not be possible for all interns; however, prerequisite courses must be scheduled in proper sequence.

2. TYPE OF TRAINING

a. Classroom Training - Classroom training consists of Government-sponsored courses, courses taught by colleges, universities, and technical schools, and courses taken by correspondence. These courses will either be presented onsite at the activity to which the interns are assigned, or the interns will be required to attend the course on a temporary duty basis. Interns must successfully complete all required classroom courses listed in the POI unless an equivalency is granted by the ITAG (see below).

b. On-The-Job Training - OJT represents the most important segment of the training program. The interns will be exposed to a variety of actual work experiences and will be expected to perform increasingly broad and complex job-related tasks. Evaluation is based upon demonstrated ability to perform to the standards prescribed in the appropriate learning objectives.

(1) Functional OJT - This training is designed specifically to impart the skills and knowledge required for the interns to perform in their target positions. Functional OJT comprises the majority of training hours in the POI. It is designed to proceed from the simple to the complex. Although specific learning objectives are listed in the POIs, individual supervisors may determine appropriate sequencing.

(2) Cross-Training - This training includes training and orientation in areas related to the intern's functional assignment. The training is designed to help them do the job more completely and effectively by presenting the relationships that exist between the different functional areas.

### 3. EQUIVALENT TRAINING

a. Equivalent training is training that can be substituted for required training. PLFAs should request approval of equivalent training where it is practical, appropriate, and results in cost savings. Equivalent training requests will be submitted through the Career Development Division of the Office of Civilian Personnel to the DPM. Requests must include appropriate and sufficient documentation such as catalog descriptions or course outlines, number of class hours, dates of attendance, and graduation certificate. The DPM will notify the PLFA of approval/disapproval.

b. When a career field has a specific regulation or manual governing equivalent training, that procedure will be followed.

PART 1 ADMINISTRATION

CHAPTER 3 PROGRAM ADMINISTRATION

1. RECRUITMENT

a. Intern recruitment will be conducted in conformance with guidance by HQ DLA.

b. All DLA Job Opportunity Announcements for positions to be filled at less than the journeyman level should state that the position is an "Intern Position" and is subject to training requirements outlined in the applicable POI.

2. AUTOMATED PAYROLL, COST AND PERSONNEL SYSTEM (APCAPS) NOTIFICATION. Each PLFA will follow APCAPS procedures to enter data for new interns into the system.

3. RECORD KEEPING. PLFAs are required to adhere to training management and administrative requirements listed in applicable Federal, DoD, and DLA regulations. In addition, a record must be maintained for each intern that documents:

- a. Completion of required classroom training.
- b. Completion of required cross-training.
- c. Completion of each required OJT objective.
- d. Equivalent training approval.

4. SCHEDULING OF CLASSROOM TRAINING

a. On a quarterly basis, DCPSO will publish a schedule of classes that it sponsors. The schedule will contain course title, location, dates, and other pertinent information.

b. PLFAs will be responsible for assigning interns to attend DCPSO courses and assuring their attendance. PLFAs will notify DCPSO 45 days prior to the beginning of a course if all spaces cannot be used. Interns must be given priority for DCPSO-sponsored courses; however, journeyman-level employees may attend on a space available basis.

5. FUNDING. Intern tuition and travel expenses incurred for required training will be funded by the PLFA. Where applicable, DCPSO will fund for the intern's tuition for courses that it sponsors.

## 6. SEPARATION OF THE INTERN FROM THE TRAINING PROGRAM

a. If an intern displays less than fully successful progress during their development under this training program, the supervisor, in conjunction with an Employee Development and Employee Relations Specialist, must assist the intern in overcoming any deficiencies.

b. If, after an intern has been given remediation, individual attention, and counseling by their supervisor, they are unable to attain a satisfactory level of achievement under this training program, they may be assigned to a position which is commensurate with their education and experience. However, if this is not feasible, separation from the Federal service may be proposed in accordance with the applicable regulations.

## 7. PROGRAM COMPLETION

a. When an intern has successfully completed all required classroom training, cross-training, and all OJT learning objectives, the supervisor will notify the Career Development Division of the Office of Civilian Personnel in writing who will notify the DCPSO Program Manager. DCPSO will issue the intern a certificate of program completion through the Office of Civilian Personnel.

b. Interns who accept nontrainee positions or who leave the PLFA prior to completing the program will not receive a certificate. PLFAs will notify DCPSO when an intern leaves the program prior to completing all requirements.

8. PROGRAM REVIEW. When authorized DCPSO will conduct a periodic review of intern training at selected PLFAs. The review will consist of an examination of the PLFA's record keeping system as well as discussions with interns, OJT supervisors, and PLFA managers. The purpose of the review is to ensure that interns are receiving training required by this manual, to ensure that the program is being properly administered, and to determine if the program is adequate to meet the PLFA's and DLA's needs. A report of the findings of the DCPSO review will be prepared and forwarded to the Commander of the PLFA, the appropriate PSEs, and DLA-KW.

9. ORIENTATION OF OJT INSTRUCTORS. The PLFA should ensure that OJT instructors who have had no prior experience training interns are thoroughly briefed on all aspects of the program. Assistance is available from DCPSO. This should be accomplished prior to the intern's assignment to the new OJT instructor and should include, as a minimum, the following:

a. An overview of the purpose and organization of the program along with the appropriate POI.

b. Discussion of roles and responsibilities of OJT instructors to include necessary coordination and specific training objectives.

c. Required intern evaluation reports.

d. Training information and procedures specifically related to the PLFA.

10. INTERN TRAINING ADVISORY GROUP (ITAG). An ITAG will be formed to guide the development and review of the intern program. The ITAG is also responsible for issuing guidance on equivalent training. Each ITAG will be composed of a PSE representative and several functional managers from selected PLFAs. The DPM will serve as ITAG chairperson. The ITAG will meet at least annually to review program content, to discuss changes to the POI dictated by results of the program evaluation or by changes in the career field, and to revise the POI as required. The DPM will submit a report of the ITAG's findings and recommendations to the PSE and each member.